

31.

### **EXPENSES CLAIM**

Claim Number

Chief Executive  Usual mileage to work  NB- Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide of you are unsure. Thank you.  Date Time Child details of journey and Charges. Mode of travel STD PTR attached starts train to London Subsistence claim (day over 12 hrs) taking account of two receipts on GPC amounting to £14.25 - copies attached for reference STD PTR attached for reference STD PTR attached for reference STD PTR attached starts train to London Subsistence claim (day over 12 hrs) taking account of two receipts on GPC amounting to £14.25 - copies attached for reference STD PTR attached starts are attached starts attached for reference STD PTR attached starts are attached starts attached for reference STD PTR attached starts attached starts attached for reference STD PTR attached starts attach	Name	PERIOR PRO	201 00 0101	med in accordance with the Expenses Gu	Job Level		II NO.	Departr	nent
Usual mileage to work  NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.  Date Time Charges. Mode of Car mileage Rece travel STD PTR attached the property of the catch train to London Catch train to London Subsistence claim (day over 12 hrs) taking account of two receipts on GPC amounting to E14,25 - copies attached for reference Usual State of									rmitt.
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NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.    Date   Time   Full details of journey and   Mode of   Car mileage   Received   STD   PTR   attached   STD   PTR   attached   STD   PTR   attached   STD   STD			work						
Time Full details of journey and hode of car mileage Recession of the property									
Date Time Charges. Hold express travel STD PTR attacher (Aspes) PTR (	NB - Only mileage	e in excess o	of your usual			ring into t	he STD m	lleage box, refe	er to the
Depart Arrive   travel   STD   PTR   attached   45p   25p   £ p   2,60    26/06/2014   0645   - Train ticket from home to Stockport to catch train to London   Subsistence claim (day over 12 hrs) taking account of two receipts on GPC amounting to £14.25 - copies   - 2000   attached for reference   0.75    - 2000   attached for reference   0.75   - 2000   attached for reference   0.75    Sub-total   0   0   3.35    Other incidental expenses (e.g. telephone, postage)   total amount claimed   3.35   less cash advances received   amount claimed for payment   3.35   if this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.	311 111						17 - 70		
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DECLARATION  I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance	If this journey	has incorr	porated an	overnight stay at a hotel could you plea	se note or a	ppend a	any com	ments	
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance	(positive or neg	gative) ab	out the st	andard of the accommodation.		ppetter		11101110	
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I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance	DECLADATION	u							
with the Information Commissioner Expenses Guide.			one olaima	d shows have been actually and necessary	ellis Incorrend	lave man		danas	
With the Allot matton commissioner Expenses Golder					my meurieu	by me	in accor	dance	
	THE THOM	LILLION CO	minagione	in Lapunious Guide,					

<sup>\*</sup> Receipts must be provided for subsistence claims and attached to the back of this form.

<sup>\*</sup> If no break down is provided please add a brief description of the Items consumed. Thank you.

### **EXPENSES CLAIM**

Claim Number

94192

			imed in accordance with the expenses G	Job Level		oll NO.	Depart	ment
Christopher G	iraham						Chief Exe	acutivo
Usual mi		work					_ Chief exe	cutive
			journey can be claimed. Please make the adjustm	nent before ente	ring into I	the STD m	nileage box, rel	er to the
			Expenses Guide if you are unsure. Than Full details of journey and	k you.				
Date	The second secon	ime	charges.	Mode of	Car m	ileage		Receipt
	Depart	Arrive		travel	STD	PTR	-	tached *
					45p	25p	£ p	
			Euro Expenses					
19/06/2014	1240	-	Left office					
			Bus ticket from airport to Paris bus					
	*	-	station (50% of actual receipt)  Bus ticket from bus station to hotel	Bus			11.00	1,2
	=:	-	(book of 10 tickets pre-purchased at	Bus			1.37	3
			Euro 13.70 making each journey				2.07	-
			1.37)					
	-	-	Supper				27.40	4
20/06/2014	-	-	Breakfast (accommodation paid for by conference organisers)					
20/00/2014			Bus ticket from hotel to conference				10.00	5
	-	-	venue	Bus			1.37	6
		-	Bus ticket from conference venue back to hotel to check-out	Bus			1.37	7
				DUS			1.37	/
23/06/2014		1220	Returned to office					
	E III			sub-total	0	0	52.51	TO SERVICE SER
				The same of the same of		V	32132	
Other incident	al expen	ises (e.g.	telephone, postage)					1
11 33 (100		10 000						
1円折 1円	CE	IVE						
0.01=				total am	ount cl	-	52.51	EU4
0.01=						the investment of		
0.015			less	cash advan	ices rei	ceivea		
0.015							E2 E1	- NO
f this journey h	as incorp	orated an	amou	unt claimed	for na	mant	<b>52.51</b> ments	EUR
f this journey h	as incorp	orated an out the sta		unt claimed	for na	mant	<b>52.51</b> ments	EVE
f this journey h	as incorp ative) abo	orated an out the sta	amou	unt claimed	for na	mant	<b>52.51</b> ments	EUR
if this journey h positive or neg	auve) au	orated an out the sta	amou	unt claimed	for na	mant	<b>52.51</b> ments	EUR
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If this journey hipositive or neg	e expens	es claimed	amou	unt claimed use note or ap	for pay	yment ny com	ments	EUR
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f this journey h positive or neg DECLARATION declare that th	e expens	es claimed	amou overnight stay at a hotel could you plea indard of the accommodation.	unt claimed use note or ap	for pay	yment ny com	ments	EUR
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If this journey hipositive or neg	e expens	es claimed	amou overnight stay at a hotel could you plea indard of the accommodation.	unt claimed use note or ap	for pay	yment ny com	ments	EVE
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f this journey h positive or neg DECLARATION declare that th	e expens	es claimed	amou overnight stay at a hotel could you plea indard of the accommodation.	unt claimed use note or ap	for pay	yment ny com	ments	EUR

Receipts must be provided for subsistence claims and attached to the back of this form.
 If no break down is provided please add a brief description of the items consumed. Thank you,

### **EXPENSES CLAIM**

Claim Number

Name	enses m	UST be clai	med in accordance with the Expenses G	Job Level		oll NO.	Departn	nent
tue.	- 201	1 = 0	6.0.0.11.1.11				CHIEL	
CHRI			GRAMAM				EXECUT	IVE
Usual mi	Contract of the contract of th	Carlo Company						
NB - Only mileage	in excess	of your usual	journey can be claimed. Please make the adjustr Expenses Guide if you are unsure. Than		ring into I	the STD m	lleage box, refe	r to the
D. L.		Pilos P	Full details of journey and					
Date	Depar	t Arrive	charges.	Mode of travel	STD	PTR	att	Receipt ached *
			Food on train on return from London		45p	25p	£ p	
17/06/2014	0645	2000	(omitted from previous claim)				4.80	_ 1
19/06/2014	1240	-	Taxi from office to airport	Taxi			15.00	2
23/06/2014	_	_	Food on return flight				4.30	3
25/00/2021		1220						
	-	1220	Taxi from airport to office	Taxi			15.00	4
	-							
							20.10	
				sub-total	0	0	39.10	
Other inciden	tal expe	nses (e.g.	telephone, postage)					
				1				MITTER
				total am			39.10	
			les	s cash advar	ices re	ceived		
			amo	unt claimed	for pa	yment	39.10	
If this journey	has Incor	porated an	overnight stay at a hotel could you ple andard of the accommodation.	ase note or a	ppend a	any com	ments	
(positive or ries	guerre) un	JULIE SIL	STORM OF THE OCCUMENDATION					
DECLARATION	The second second second	na alalese	d a base base base activities are larger	matter to account of	for some		riesto com	
			d above have been actually and necessar Expenses Guide.	arily incurred	by me	in accord	gance	
								- 1
								- 1

<sup>\*</sup> Receipts must be provided for subsistence claims and attached to the back of this form.

<sup>\*</sup> If no break down is provided please add a brief description of the items consumed. Thank you.

#### **EXPENSES CLAIM**

Claim Number

27329

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section Job Level Payroll NO. Department Name Christopher Graham Chief Executive Usual mileage to work NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide If you are unsure. Thank you. Full details of journey and Car mileage Date Time charges. Mode of Receipt Depart Arrive STD PTR travel attached \* 45p 25p £ p 4.95 08/06/2014 Food on train on way to London 1915 2000 09/06/2014 Returned home 5.30 11/06/2014 0815 Food on train on way to Leeds Food on train on way back to 3 1615 Manchester 3.10 Train ticket from Wilmslow to Cheadle 4 1.80 1700 2100 12/06/2014 Hulme (remaining journey Train free due to Senior Raycard) to attend event in Manchester 5 4.95 0850 Food on train on way to London 16/06/2014 1740 Train ticket from home to Stockport to 6 2.60 17/06/2014 0645 catch train to London 4.70 2000 Food on train on way to London 27.40 sub-total Other incidental expenses (e.g. telephone, postage) 27.40 total amount claimed less cash advances received 27.40 amount claimed for payment If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation. DECLARATION I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide

<sup>\*</sup> Receipts must be provided for subsistence claims and attached to the back of this form.

<sup>\*</sup> If no break down is provided please add a brief description of the items consumed. Thank you.



Claim Number

10491

Name				Job Level	Payro	II NO.	Departr	nent
Christopher G	raham						Chief five	marking a
		and the same					Chief Exe	cutive
	leage to v	11,000		w				
NB - Only mileage	e in excess of	your usual	Journey can be claimed. Please make the adjustm Expenses Guide If you are unsure. Thank	ent before ente	ring into t	he STD m	illeage box, refi	er to the
Date	Ti	me	Full details of journey and charges.	Mode of	Car m	ileage		Receip
	Depart	Arrive		travel	STD	PTR	at	tached '
					45p	25p	£ p	
			EURO EXPENSES					
02/06/2014	1600	-	Left the office to go to airport to fly to Brussels					
	-	-	Subsistence rate for dinner				40.00	
03/06/2014	-	-	Lunch in European Commission canteen				8.40	1
	-	2155	Food at airport awaiting return flight (minus alcohol)				8.00	2
04/06/2014	1600	2	Left the office to go to airport to fly to Strasbourg (via Amsterdam)					
05/05/2104	-		Taxi from airport to Council of Europe (after flight delayed to next day)	Taxi			50.00	3
	-	_	Taxi from Council of Europe to hotel	Taxi			7.50	4
06/06/2014	-	*	Taxi from hotel to airport for return flight	Taxi			50.00	5
	ws.	-	Food at Strasbourg airport awaiting flight to Schiphol				6.70	6
	-	1100	Food at Schiphol airport awaiting flight to Manchester				9.95	7
				sub-total	0	0	180.55	
Other inciden	tal expen	ses (e.a.	telephone, postage)					
			less	total am			180.55	
E this farmer I		aunted au	amo	unt claimed	for pa	yment	180.55	毛
positive or nec	ative) abo	orated an	overnight stay at a hotel could you plea andard of the accommodation.	ise note or a	ppend a	ny com	ments	

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance

Receipts must be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.

#### EXPENSES CLAIM

Claim Number

16.00 3  16.00 - Taxi from office to airport to catch flight to Strasbourg (via Amsterdam) 16.00 3  16.00 - Taxi from airport to office 15.00 4  15	Name All exp	enses MU	ST be clai	med in accordance with the Expenses G	Job Level			Departm	ent
Usual mileage to work  NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.  Date  Time Depart Arrive  Taxi from office to airport to catch flight to Brussels  Taxi from office to airport to catch flight to Brussels  Taxi from office to airport to catch flight to Strasbourg (via Amsterdam)  02/06/2014 - 2155 Taxi from airport to home Taxi from office to airport to catch flight to Strasbourg (via Amsterdam)  06/06/2014 - Taxi from airport to office  Taxi from airport to office Taxi from airport to office Taxi from airport to office Taxi from airport to office  Sub-total  0 0 60.00  Other incidental expenses (e.g. telephone, postage)  total amount claimed 60.00  less cash advances received amount claimed for payment 60.00  If this journey has incorporated an overnight stay at a notel could you please note or append any comments	Chuistanhau C	un fa man						Chief Ever	utiva
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.    Date   Time   Full details of journey and charges.   Mode of charges.   Receipt   Receipt	English State of the State of t	Towns and the						Chief Exec	utive
Date   Time   Full Idealis of journey and   Mode of   Car   Full Idealis of journey and   Italy   It		CHIECODA PA				ulian lessa si	or CTD =	lanas hav safa	to the
Depart   Arrive   A	NB - Only mileage	in excess of	r your usual	Expenses Guide If you are unsure. Than	k you.	ring into ti	ie STD IIII	leage DUX, Tele	to the
Depart   Arrive   STD   PTR   attached *   45p   25p   € p	Date	Ti	me		Mode of	Car m	ileage	mra.	Receipt
02/06/2014 1600 - Taxi from office to airport to catch flight to Brusses Taxi	Date		-	Charges.		STD	PTR		-
14.00   1   14.00   1   14.00   1   15.00   2   15.00   2   15.00   2   15.00   3   16.0				Tayl from office to almost to catch		45p	25p	£ p	1100
15.00 3 06/06/2014 1600 - Taxi from office to airport to catch flight to Strasbourg (via Amsterdam) Taxi 16.00 3 06/06/2014 - Taxi from airport to office Taxi 15.00 4  Taxi from airport to office Taxi 15.00 4  Sub-total 0 0 60.00  Other incidental expenses (e.g. telephone, postage)  total amount claimed less cash advances received amount claimed for payment (positive or negative) about the standard of the accommodation.	02/06/2014	1600	-	Control of the contro	Taxl			14.00	1
04/06/2014   1600   -   flight to Strasbourg (via Amsterdam)   Taxi     16.00   3   06/06/2014   -     Taxi from airport to office   Taxi     15.00   4	03/06/2014		2155		Taxi			15.00	2
O6/06/2014 - Taxi from airport to office  Taxi  15.00  4  15.00  4  15.00  4  15.00  4  15.00  4  15.00  4  15.00  4  15.00  4  15.00  5  15.00  15.0	04/06/2014	1600	_		Taxi			16.00	3
Other incidental expenses (e.g. telephone, postage)  total amount claimed 60.00 less cash advances received amount claimed for payment 60.00 less cash advances received amount claimed for payment follows (positive or negative) about the standard of the accommodation.	a section to the second state	_			Taxi			15.00	4
Other incidental expenses (e.g. telephone, postage)  total amount claimed 60.00 less cash advances received  amount claimed for payment 60.00  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.	00/00/2014			Tank train any part to arrea	7 4000				
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less cash advances received  amount claimed for payment 60.00  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.					tatalas	and a	laimad	60.00	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.  DECLARATION				les				60.00	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.  DECLARATION					ount claime	d for n	vment	60.00	
DECLARATION	If this journey	has incorp	porated ar	overnight stay at a hotel could you ple	ease note or	append	any con		
	(positive or ne	gative) at	out the si	andard of the accommodation.					
			coc elaina	ad above have been actually and necess	sarily incurred	d by me	in acco	rdance	

<sup>\*</sup> Receipts must be provided for subsistence claims and attached to the back of this form.

<sup>\*</sup> If no break down is provided please add a brief description of the items consumed. Thank you.

#### **EXPENSES CLAIM**

Claim Number

Name	renses mo	al De Clar	med in accordance with the Expenses Gu	Job Level			Departn	nent
Christopher G	raham						Chief Exec	cutive
Usual mil	eage to v	vork						
NB - Only mileage	in excess of	your usual	journey can be claimed. Please make the adjustment	ent before enter	ing into t	he STD mi	leage box, refe	r to the
TO THE SERVICE OF THE			Expenses Guide if you are unsure. Thank Full details of journey and		19.34		Hall Son	
Date		Arrive	charges.	Mode of		ileage		Receipt
	Depart	Arrive		travel	STD 45p	PTR 25p	-	tached *
03/06/2014			Flight from Shannon to Manchester - see attached itinerary Flight to return direct from Dublin after BIIDPA meeting would cost £55.24, actual flight cost less than this				52.37	1
			To be recharged Cost of telephone calls from home telephone - see attached invoice which has already been signed off and returned to Finance					2
		AT WAS		sub-total	0	0	52.37	EMILIE
Other inciden	tal expen	ses (e.g.	telephone, postage)					
			less	total am			<b>52.37</b> 8.08	
If this journey i	has Incorp jative) abo	orated an	amo overnight stay at a hotel could you plea andard of the accommodation.	unt claimed ase note or a			44.29 ments	
DECLARATION				allo te	face of the same o	Diff ()	Managara Man	ST NATE
The state of the s	The second secon		d above have been actually and necessa r Expenses Guide.	my incurred	by me	in accor	pance	

<sup>\*</sup> Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.



### **EXPENSES CLAIM**

Claim Number

Name			med in accordance with the Expenses 6	Job Level		II NO.	Departm	ent
Christophor G	en la nun						Chint Even	n shirt on
Christopher G							Chief Exec	utive
Usual mil								
NB - Only mileage	in excess o	f your usual	journey can be claimed. Please make the adjust: Expenses Guide if you are unsure. That		ring into t	he STD m	ileage box, refe	r to the
San Dan Roy	1 10	De la company	Full details of journey and					T
Date	-	ime	charges.	Mode of		ileage		Receipt
	Depart	Arrive		travel	STD 45p	PTR 25p		ached *
to a selection of the	- Contract	2.000	Train ticket from Wilmslow to					115
15/05/2014	1110	2230	Manchester to attend Ombudsman Association workshops and dinner	Train			2.45	1
			Association workshops and diffici					
			Example to the second s				2.05	-
21/05/2014	0855	-	Food on train on the way to London Taxi from conference to ACE event	-			2.85	2
22/05/2014		*	insufficient time to take bus or tube	Taxi			10.00	3
		1015						
	-	1615	Food on train on the return to office				4.95	4
			RECEIVED					
			REGELVE					
	-							
	-			-				
		-						
				sub-total	0	0	20.25	
Other inciden	tal expen	ses (e.g.	telephone, postage)					
1 - 10 2 - 1								
				total am	ount c	laimed	20.25	
			les	s cash adva	nces re	celved		
TE ble to company	and Income		ame	ount claimed	for pa	yment	20.25	
(positive or neg	nas incorp pative) ab	out the sta	overnight stay at a hotel could you ple andard of the accommodation.	ease note or a	ppena a	any com	ments	
DECLARATION								-
			d above have been actually and necess	arily incurred	by me	in accor	dance	
Withernessinoni	ation Con	mmssione	r Expenses Guide.					

<sup>\*</sup> Receipts must be provided for subsistence claims and attached to the back of this form.

<sup>\*</sup> If no break down is provided please add a brief description of the items consumed. Thank you,

#### **EXPENSES CLAIM**

Claim Number

Name	Cilses Pio	or be cidii	med in accordance with the Expenses G	Job Level	Payro	II NO.	Departn	nent
Chuletenhau	wa h a						Chief Exe	cutive
Christopher G	Contract of the Contract of th	ISI COLORS I TO					Ciliei Exc	CULIVE
Usual mil	THE PARTY OF							
NB - Only mileage	in excess of	your usual	ourney can be claimed. Please make the adjustm Expenses Guide if you are unsure. Than	nent before enter k you.	ring into t	he STD mi	leage box, refe	er to the
E TOTAL STREET	199 Page		Full details of journey and		Halla		Rai Wall	
Date		me	charges.	Mode of travel	STD	PTR	at	Receipt
	Depart	Arrive		traver	45p	-	£ p	ocneu.
12/05/2014	1150		Taxi from office to airport to catch flight to Berlin	Taxi			15.00	1
12/05/2014		2250	Toul from almost to home	Taxl			15.00	2
13/05/2014	-	2350	Taxi from airport to home Flight and baggage charge for flight	Taxi			13.00	
14/05/2014	-	-	from Manchester to Paris on 19 June (half of total cost minus baggage charge = £134.26 + baggage charge of £15.99 = £83.12				83.12	3
			1	RECI		60		
				1.6 ks				
		WE ALL		sub-total	0	0	113.12	
			. telephone, postage)					
Other inciden	tai exper	ises (e.g	deduct £11.90 (see attache	ed for ami	ount t	0		4
			be reclaimed from GPC care					
Leo Accessio Cal		EE TANK	be reciainted from Gre car	и схрени	icur c)		tonical bin	12015
				total an	nount o	laimed	113.12	
			les	s cash adva	nces re	eceived	11.90	
		Est Delivery	am	ount claime	d for pa	ayment	101.22	
If this journey	has incom	porated ar	n overnight stay at a hotel could you plo tandard of the accommodation.	ease note or	append	any con	nments	
(positive of fie	gauve) ac	out the si	and of the decommodation					
DECLARATIO	N	15 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	STANCE OF STANCE		10-10-	JE /E	ACEMPINE D	
I declare that	the expen	ses claime	ed above have been actually and necess	sarily incurred	d by me	in acco	rdance	
with the Inform	nation Co	mmissione	er Expenses Guide.	THE REAL PROPERTY.		Daniel Control		

<sup>\*</sup> Receipts must be provided for subsistence claims and attached to the back of this form.

<sup>\*</sup> If no break down is provided please add a brief description of the items consumed. Thank you.

### **EXPENSES CLAIM**

Claim Number

Usual mileage to work  NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.  Full details of journey and charges.  Part details of journey and charges.  Bull details of journey and charges.  Full details of journey and charges.  Bull details of journey and charges.  Full details of journey and charges.  Bull details of journey and charges.  Full details of journey and charges.  Bull details of journey and charges.  Full details of journey and charges.  Bull details of journey and charges.  Full details of journey and charges.  Bull details of journey and charges.  Full details of journey and charges.  Bull	Usual mileage to work  NB - Only mileage in excess of your usual Journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Golde if you are unsure. Thank you.  Full details of journey and charges.  Full details of journey and mode of the succommodation.  Full details of journey and charges.  Full details of journey and charges.  Full details of journey and mode of the succommodation.  Full details of journey and charges.  Full	Usual mileage to work  NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the European Suide if you are unsure. Thank you.  Poste Time Charges. Mode of Car mileage Receiping the charges.    Depart Arrive   STD PTR   Attached			The state of	ned in accordance with the Expenses G	Job Level	Payro	II NO.	Departn	nent
Usual mileage to work  NB - Only mileage in excess of your usual Journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.  Date  Time Depart Arrive Depart Arrive Depart Arrive  EURO EXPENSES Rall ticket in Brussels (omitted from previous claim form #83489)  10/04/2014 - 1800 previous claim form #83489)  12/04/2014 1150 - Bus ticket from airport to hotel  13/05/2014 - 2345 Bus ticket from hotel to airport  Other incidental expenses (e.g. telephone, postage)  total amount claimed for payment  total amount claimed 22.20  Amount claimed for payment  22.20  If this fourney has incorporated an overnight stay at a hotel could you please note or append any comments	Usual mileage to work  NB - Only mileage in excess of your usual Journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Golde if you are unsure. Thank you.  Full details of journey and charges.  Full details of journey and mode of the succommodation.  Full details of journey and charges.  Full details of journey and charges.  Full details of journey and mode of the succommodation.  Full details of journey and charges.  Full	Usual mileage to work  NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Experiese Guide If you are unsure. Thank you.  Full details of journey and charges.  Depart Arrive  EURO EXPENSES  Rall ticket in Brussels (omitted from previous claim form #83489)  Rall ticket in Brussels (omitted from previous claim form #83489)  Rall ticket in Brussels (omitted from previous claim form #83489)  Rall ticket in Brussels (omitted from previous claim form #83489)  Rall ticket in Brussels (omitted from previous claim form #83489)  Rall ticket in Brussels (omitted from previous claim form #83489)  Rall ticket in Brussels (omitted from previous claim form #83489)  Rall ticket in Brussels (omitted from previous claim form #83489)  Rall ticket in Brussels (omitted from previous claim form #83489)  Rall ticket in Brussels (omitted from previous claim form #83489)  Rall ticket in Brussels (omitted from previous claim form #83489)  Rall ticket in Brussels (omitted from previous claim form #83489)  Rall ticket in Brussels (omitted from previous claim form #83489)  Rall ticket in Brussels (omitted from previous claim form #83489)  Rall ticket in Brussels (omitted from previous claim form #83489)  Rall ticket in Brussels (omitted from previous claim form #83489)  Rall ticket in Brussels (omitted from previous claim form #83489)  Rall ticket in Brussels (omitted from previous claim form #83489)  Rall ticket in Brussels (omitted from previous claim form #83489)  Rall ticket in Brussels (omitted from previous claim form #83489)  Rall ticket in Brussels (omitted from previous claim form #83489)  Rall ticket in Brussels (omitted from previous claim form #83489)  Rall ticket in Brussels (omitted from previous claim form #83489)  Rall ticket in Brussels (omitted from previous claim from #83489)  Rall ticket in Brussels (omitted from previous	Shalatan ban G							Chief Exe	cutive
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Time   Full details of journey and   Car mileage   Receipt	Time Full details of journey and Mode of Car mileage Receipt travel STD PTR attached * 45p 25p £ p    EURO EXPENSES Rail ticket in Brussels (omitted from previous claim form #83489) Rail ticket in Brussels (omitted from previous claim form #83489) Rail ticket in Brussels (omitted from previous claim form #83489) Rail ticket in Brussels (omitted from previous claim form #83489) Rail ticket in Brussels (omitted from previous claim form #83489) Rail ticket in Brussels (omitted from previous claim form #83489) Rail ticket in Brussels (omitted from previous claim form #83489) Rail ticket in Brussels (omitted from previous claim form #83489) Rail ticket in Brussels (omitted from previous claim form #83489) Rail ticket in Brussels (omitted from previous claim form #83489) Rail ticket in Brussels (omitted from previous claim form #83489) Rail ticket in Brussels (omitted from previous claim form #83489) Rail ticket in Brussels (omitted from previous claim form #83489) Rail ticket in Brussels (omitted from previous claim form #83489) Rail ticket in Brussels (omitted from previous claim form #83489) Rail ticket in Brussels (omitted from previous claim form #83489) Rail ticket in Brussels (omitted from previous claim form #83489) Rail ticket in Brussels (omitted from previous claim form #83489) Rail ticket in Brussels (omitted from previous claim form #83489) Rail ticket in Brussels (omitted from previous claim form #83489) Rail ticket in Brussels (omitted from previous claim form #83489) Rail ticket in Brussels (omitted from previous claim form #83489) Rail ticket in Brussels (omitted from previous claim form #83489) Rail ticket in Brussels (omitted from previous claim form #83489) Rail ticket in Brussels (omitted from previous claim form #83489) Rail ticket in Brussels (omitted from previous claim form #83489) Rail ticket in Brussels (omitted from previous claim form #83489) Rail ticket in Brussels (omitted from previous claim form #83489) Rail ticket in Brussels (omitted from previous claim form #83489) Rail ticket in B	Depart Arrive   Full details of journey and   Receipt				owney can be claimed. Please make the adjuste	ent before enter	ring into th	ne STD m	lleage box, refe	r to the
Depart Arrive travel STD PTR attached 45p 25p E p    EURO EXPENSES   Rall ticket in Brussels (omitted from previous claim form #83489)   8.50 1   10/04/2014   1545   - Rall ticket in Brussels (omitted from previous claim form #83489)   8.50 2   12/04/2014   1150   - Bus ticket from airport to hotel   2.60 3   13/05/2014   - 2345   Bus ticket from hotel to airport   2.60 4	Depart Arrive	Depart Arrive charges. Mode of Carmillage Receipt travel STD PTR attached trav	NB - Only mileage	in excess or	your usuar )	Expenses Guide If you are unsure. Than	k you.				
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Rall ticket in Brussels (omitted from previous claim form #33489)  10/04/2014 - 1800 Previous claim form #33489)  12/04/2014 1150 - Bus ticket from airport to hotel  13/05/2014 - 2345 Bus ticket from hotel to airport  2.60 4  Sub-total 0 0 22.20  Other incidental expenses (e.g. telephone, postage)  total amount claimed 22.20 less cash advances received amount claimed for payment 22.20	Rail ticket in Brussels (omitted from previous claim form #83489)   8.50   1	Rail ticket in Brussels (omitted from previous claim form #83489)  10/04/2014 - 1800			The state of	AND DESCRIPTION OF THE REST		45p	25p	£ p	
1545   -	08/04/2014   1545   -	08/04/2014   1545   -									
Rail Elicket in Brussels (omitted from previous claim form #83489)  12/04/2014 1150 - Bus ticket from airport to hotel 2.60 3  13/05/2014 - 2345 Bus ticket from hotel to airport 2.60 4  Sub-total 0 0 22.20  Other incidental expenses (e.g. telephone, postage)  total amount claimed 22.20 less cash advances received amount claimed for payment 22.20	Rail ticket in Brussels (omitted from previous claim form #83489)  12/04/2014 - 1800	Rail ticket in Brussels (omitted from previous claim form #83489)  12/04/2014 1150 - Bus ticket from alroort to hotel 2.60 3  13/05/2014 - 2345 Bus ticket from hotel to alroort 2.60 4  Sub-total 0 0 22.20  Other incidental expenses (e.g. telephone, postage)  total amount claimed less cash advances received amount claimed for payment 22.20  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.	09/04/2014	1545						8.50	1
12/04/2014 1150 - Bus ticket from airport to hotel 2.60 3 13/05/2014 - 2345 Bus ticket from hotel to airport 2.60 4  Sub-total 0 0 22.20  Other incidental expenses (e.g. telephone, postage)  total amount claimed 22.20 less cash advances received amount claimed for payment 22.20	12/04/2014 1150 - Bus ticket from airport to hotel 2.60 3 13/05/2014 - 2345 Bus ticket from hotel to airport 2.60 4  Sub-total 0 0 22.20  Other incidental expenses (e.g. telephone, postage)  total amount claimed 22.20  less cash advances received amount claimed for payment 22.20  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.	12/04/2014 1150 - Bus ticket from airport to hotel 2.60 3 13/05/2014 - 2345 Bus ticket from hotel to airport 2.60 4  Bu		1343		Rail ticket in Brussels (omitted from				1000000	2
13/05/2014 - 2345 Bus ticket from hotel to airport 2.60 4	13/05/2014 - 2345 Bus ticket from hotel to airport 2.60 4	13/05/2014 - 2345 Bus ticket from hotel to airport 2.60 4  sub-total 0 0 22.20  Other incidental expenses (e.g. telephone, postage)  total amount claimed less cash advances received amount claimed for payment 22.20  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.	10/04/2014	~	1800	previous claim form #83489)					
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<sup>\*</sup> Receipts must be provided for subsistence claims and attached to the back of this form.

<sup>\*</sup> If no break down is provided please add a brief description of the items consumed. Thank you.

#### **EXPENSES CLAIM**

Claim Number
49321
Visiti

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Job Level Payroli NO. Department

Taxi with delegates from Hilton   Taxi   Also   A	Christophe	r Graham						Chief Exe	cutive
Date Time   Full details of Journey and   charges.   Full details of Journey attached   45p 25p 6 p   Taxi with delegates from Hilton   Full details of Journey attached   Full details of Journey attached   Car mileage   Received   44p 25p 25p 6 p   Full details of Journey   40,000   Full details of Journey attached   Full details of Journey   Full details of Journey   40,000   Full details of Journey   Full det	Usual	mileage to v	vork						
Date   Time   Pull details of journey and charges.   Mode of   Car mileage   Received   Travel   STD   PTR   attached   45p   25p   E   p   PTR   Attached   45p   25p   E   PTR   45p   25p	NB - Only mile	age in excess of	your usual )			ang into t	he STD m	leage box, refe	er to the
Date Time charges. Harries travel STD PTR attached travel STD PTR attached					you.				
Taxi with delegates from Hilton Airport hotel to central Manchester CPC - See attacked) Taxi from central Manchester Hilton Airport hotel Taxi from central Manchester Taxi Taxi Taxi Taxi Taxi Taxi Taxi Taxi	Date	Ti	me		Mode of	Car m	ileage		Receipt
1/4/14 1755 - Airport hote to central Manchester Drinks during dinner (food charged to CPC - see attached) 110.00  CPC - see attached) 110.00  Hilton Airport hotel Taxi 35.00  - 2230 Taxi from Hilton Airport hotel to home Taxi 12.00  - 2230		Depart	Arrive		travel				tached a
1/4/14 1755 - Airport hotel to central Manchester Taxi 40.00 Drinks during dinner (food charged to CPC - see attached) 110.00 CPC - see attached) 110.00 Taxi from central Mancheter back to Hitton Airport hotel to home Taxi 35.00 Taxi from Hilton Airport hotel to home Taxi 12.00 Taxi from Hilton				Taxi with delegates from Hilton		45p	25p	£ p	
- CPC - see attached) 110.00 Taxi from central Mancheter back to Hitton Airport hotel - Taxi from Hilton Airport hotel - Taxi from Hilton Airport hotel to home Taxi 12,00  - 2230 Taxi from Hilton Airport hotel to home Taxi 12,00  - 2430 Taxi from Hilton Airport hotel to home Taxi 12,00  - 2530 Taxi from Hilton Airport hotel to home Taxi 12,00  - 2530 Taxi from Hilton Airport hotel to home Taxi 12,00  - 2530 Taxi from Hilton Airport hotel to home Taxi 12,00  - 2530 Taxi from Hilton Airport hotel to home Taxi 12,00  - 2530 Taxi from Hilton Airport hotel to home Taxi 12,00  - 2530 Taxi from Hilton Airport hotel to home Taxi 12,00  - 2530 Taxi from Hilton Airport hotel to home Taxi 12,00  - 2530 Taxi from Hilton Airport hotel to home Taxi 12,00  - 2530 Taxi from Hilton Airport hotel to home Taxi 12,00  - 2530 Taxi 12,00  -	1/4/14	1755	-		Taxi			40.00	1
Taxi from central Mancheter back to Hilton Airport hotel  Taxi Taxi from Hilton Airport hotel  Taxi Taxi Taxi Taxi Taxi Taxi Taxi Taxi	-, ., -			Drinks during dinner (food charged to				110.00	
- Hilton Airport hotel Taxi 35.00 - 2230 Taxi from Hilton Airport hotel to home Taxi 12.00 - 2230 Taxi from			-					110.00	2
Taxi from Hilton Airport hotel to home Taxi 12.00  Taxi from Hilton Airport hotel to home Taxi 12.00  Taxi from Hilton Airport hotel to home Taxi 12.00  Taxi from Hilton Airport hotel to home Taxi 12.00  Taxi from Hilton Airport hotel to home Taxi 12.00  Taxi from Hilton Airport hotel to home Taxi 12.00  Taxi from Hilton Airport hotel to home Taxi 12.00  Toxi f		-	-		Taxi			35.00	3
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<sup>\*</sup> Receipts must be provided for subsistence claims and attached to the back of this form.

<sup>\*</sup> If no break down is provided please add a brief description of the items consumed. Thank you.

### **EXPENSES CLAIM**

Claim Number

			med in accordance with the Expenses Gu	Job Level	Payro	II NO.	Departn	ent
	raham						Chief Exec	utive
Christopher Gr Usual mile		work						
			journey can be claimed. Please make the adjustme	ent before enter	ring into t	he STD m	lleage box, refé	r to the
THE CHIEF THROUGH		7.00	Expenses Guide if you are unsure. Thank Full details of journey and	you.		-		
Date		ime	charges.	Mode of		ileage		Receipt
	Depart	t Arrive		travel	STD 45p	PTR 25p		ached 1
			Cash tip from lunch with Antony		456	201		4
16/04/2014			Porter and Kishor Mistry from Surveillance Camera Commissioner's				3.50	1
			office (meal paid for on GPC card)					
24/04/2014	0645		Train from home to Stockport to catch train to London	Train			2.60	2
24/04/2014	0043			110111				3
	-	-	Coffee on train on the way to London				1.85	
	-	-	Lunch in London				6.50	4
25/04/2014	-	1245	Returned to office					
23/04/2014		1245	100	CEN	N Inc.			
			UUC	CELLIN		2		
	-							
				sub-total	0	0	14.45	
Other inciden	tal expe	nses (e.g	. telephone, postage)					
				total an	nount (	laimed	14.45	
			les	s cash adva	nces r	eceived		
			ame.	ount claime	d for n	avment	14.45	
If this journey	has inco	rporated a	n overnight stay at a hotel could you ple	ease note or	append	any cor		
(positive or ner	gative) a	bout the st	tandard of the accommodation.		-			
							-	

<sup>\*</sup> Receipts must be provided for subsistence claims and attached to the back of this form.

<sup>\*</sup> If no break down is provided please add a brief description of the items consumed. Thank you.

Claim Number 83489

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section Job Level Payroll NO. Department Name Chief Executive Christopher Graham Usual mileage to work NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you Full details of journey and Receipt Car mileage Mode of Time charges. STD PTR attached \* Date travel Depart | Arrive 25p E p 45p Euro Expenses Left office 1545 08/04/2014 40.00 No Subsistence rate for dinner 3.75 Lunch 09/04/2014 40.00 No Subsistence rate for dinner 2 7.28 10/04/2014 Food at airport in Brussels awaiting 3 5.80 return flight Return home 1800 96.83 0 sub-total Other incidental expenses (e.g. telephone, postage) deduct 5 euros as per item 11 on attached 4 GPC statement 96.83 total amount claimed 49-50 5.00 less cash advances received 91.83 amount claimed for payment If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation. I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance DECLARATION

<sup>\*</sup> Receipts must be provided for subsistence claims and attached to the back or this

<sup>\*</sup> If no break down is provided please add a brief description of the items consumed. Thank you.

## **EXPENSES CLAIM**

Claim Number

Name All exp	enses MU	or ne cian	med in accordance with the Expenses Gu	Job Level	Payro	II NO.	Departm	ent
							Chief Exec	cutive
Christopher G								
Usual mile	eage to v	work			5.0.74	- CTB -0	Uniona hou cafe	r to the
NB - Only mileage	in excess of	your usual	journey can be claimed. Please make the adjusting Expenses Guide if you are unsure. Thank	you.	ring into tr	16 2 ( D III	mage box, rese	, to the
			Full details of journey and		C	Ilanaa		Receip
Date	-	me	charges.	Mode of travel	Car m	PTR	att	ached
	Depart	Arrive		210101	45p	25p	E p	
			Coffee on the train on the way to				1.95	1
30/04/2014	1350	-	London				-	
	_	_	Supper in London				18.95	2
			Accommodation (based on single				109.00	
01/05/2014	-	1700	occupancy room rate with breakfast)				109.00	-
							3.15	2
06/05/2014	0645	-	Food in London					
	-	-	Lunch				4.50	
		1020	Drink on the train on the return home				1.80	
	-	1830	Drink on the train on the record house					
								-
	1	-		-				
						-		-
				sub-tota	1 0		139.35	
	1			1 222 1011		1,		
Other incider	tal expe	nses (e.g	. telephone, postage)					
Other melaci								
				total a	mount o	claime	1 139.35	
			les	s cash adv	ances r	eceive	d	
			am	ount claime	ed for p	aymen	139.35	2
If this journey	has incor	porated a	n overnight stay at a hotel could you ple tandard of the accommodation.	ease note or	append	dily co	miner(co	
(Dositive of He	daniela	DOUC (III )						
DECLARATIO	N							
I declare that	the exper	nses clalm	ed above have been actually and necess	satily incurre	ed by me	e in acc	ordance	
10								

<sup>\*</sup> Receipts must be provided for subsistence claims and attached to the back of this form.

<sup>\*</sup> If no break down is provided please add a brief description of the items consumed. Thank you.

# **EXPENSES CLAIM**

Claim Number

69998

Christophei			imed in accordance with the Expenses	Job Level	Payr	oll NO.	Departe	ment
	r Graham						Chief Exe	cutive
	nileage to							
NB - Only mile	age in excess	of your usual	journey can be claimed. Please make the adjus Expenses Guide If you are unsure. Th	stment before ente	ering into	the STD n	nileage box, refe	er to the
Date			Full details of journey and	апк уоц.				
Date	Depar	t Arrive	charges.	Mode of		ileage		Receip
				travel	STD 45p	PTR 25p	The state of the last of the l	ached
8/4/14	1545	-	Taxi from office to airport for CG/ David Smith/Hannah McCausland		420	234		
	2010		David Silitify Hannan McCausiand	Taxi			18.00	1
10/4/14	~	1800	Taxi from airport to home	Taxi			14.00	2
	-							
				sub-total	. 0		32.00	
			B					
10		THE WALLET						
- 19	FCF							
19				total amo	ount cla	imed	32.00	- /
R			les	total amo		-	32.00	
				s cash advan	ces rec	eived	32.00	· /
this journey	has incorn	orated an o	amo	s cash advan	ces rec	eived		
this journey	has incorn	orated an cout the star		s cash advan	ces rec	eived		
this journey	has incorn	orated an o	amo	s cash advan	ces rec	eived		
this journey positive or ne	has incorpo gative) abo	orated an count the star	amo	s cash advan	ces rec	eived		
this journey positive or ne	has incorpo gative) abo	ar the star	amovernight stay at a hotel could you ple idard of the accommodation.	s cash advant ount claimed ease note or ap	for pay	ment ny comm	32.00 nents	
this journey positive or ne	has incorpo gative) abo	ar the star	amo	s cash advant ount claimed ease note or ap	for pay	ment ny comm	32.00 nents	
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this journey positive or ne	has incorpo gative) abo	ar the star	amovernight stay at a hotel could you ple idard of the accommodation.	s cash advant ount claimed ease note or ap	for pay	ment ny comm	32.00 nents	
this journey positive or ne	has incorpo gative) abo	ar the star	amovernight stay at a hotel could you ple idard of the accommodation.	s cash advant ount claimed ease note or ap	for pay	ment ny comm	32.00 nents	
this journey positive or ne	has incorpo gative) abo	ar the star	amovernight stay at a hotel could you ple idard of the accommodation.	s cash advant ount claimed ease note or ap	for pay	ment ny comm	32.00 nents	
this journey positive or ne	has incorpo gative) abo	ar the star	amovernight stay at a hotel could you ple idard of the accommodation.	s cash advant ount claimed ease note or ap	for pay	ment ny comm	32.00 nents	
this journey positive or ne	has incorpo gative) abo	ar the star	amovernight stay at a hotel could you ple idard of the accommodation.	s cash advant ount claimed ease note or ap	for pay	ment ny comm	32.00 nents	

\* If no break down is provided please add a brief description of the items consumed. Thank you.

### **EXPENSES CLAIM**

Claim Number

62645

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section Name Job Level Payroll NO. Christopher Graham Chief Executive Usual mileage to work NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you. Full details of journey and Date Time charges. Mode of Car mileage Depart Arrive Receipt travel STD PTR attached \* 45p 25p Coffee with Jacob during International 02/04/14 Enforcement 4.20 Cooperation Event hosted by ICO Taxl from Manchester airport hotel to home after event dinner Taxi 2 16.00 Food on the train on the way to 04/04/14 0645 London 3.95 3 Lunch in London 6.95 4 Tea during meeting with Nick Pickles, 2 4 83 75 1900 Big Brother Watch 5 7.50 Coffee and tea during meeting with 07/04/14 0745 1145 Enid Rowlands (Non-Exec Director) 6.00 6 sub-total 44.60 Other incidental expenses (e.g. telephone, postage) total amount claimed 44.60 less cash advances received amount claimed for payment If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation. 44.60 DECLARATION I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance

If no break down is provided please add a brief description of the items consumed. Thank you.



Claim Number

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section Name Job Level Payroll NO. Department Simon Entwisle H Executive Time Full details of journey and charges Car mileage Mode of Receipt Depart Arrive travel STD PTR attached 45p 25p 12.05.14 0600 Tintwistle to Stockport Station Car no claim 0632 Car Parking at Stockport Station €5.00 Stockpart to London Euston (return)/Civil 0651 Service College Train pre-paid Expenses claimed £5,20 £5.20 \ 2 2030 Stockport to Tintwistle Car no claim Hadfield to Manchester Attending BIOA 15.05.14 1015 AGM & workshops Train 1800 Manchester to Hadfield - walk to Tintwistle Train E4.20 V 3 Car Parking Stockport Station 20.05.14 1220 (accommodation viewings) V4 £6,00 Manchester to Stockport Train £3.20 Stockport to Tintwistle Car no claim sub-total £23.60 Other incidental expenses (e.g. telephone, postage) total amount claimed £23.60 less advances received amount claimed for payment £23.60 If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation. DECLARATION I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance



Claim Number

Tintwistle to Penrith return 234 miles & deduct normal home to office journey 22.2 x 2 = 189.6 miles (flight cost comparison 1750 2005 Penrith to Edinburgh Claimed by K Macdonald Expenses claimed: £3.14	Name				Job Level	Payro	II NO.	Departn	nent
Tintwistle to Penrith return 234 miles & deduct normal home to office journey 22.2 x 2 = 189.6 miles (flight cost comparison 1750 2005 Penrith to Edinburgh Claimed by K Macdonald Expenses claimed: £3.14 Radisson Blu Hotel Edinburgh Claimed by K Macdonald Expenses claimed: £3.14 Radisson Blu Hotel Edinburgh 13.06.14 1130 1415 Penrith to Tintwistle (see above) 19.06.14 0615 Tintwistle to Stockport Car no claim 19.06.14 0615 Stockport to London Euston return / meeting with various MOJ officials Expenses claimed: £3.25 + £4.35 Expenses claimed: £3.25 + £4.35 Expenses claimed £58.14 less advances received amount claimed £58.14 less advances received amount claimed for payment £58.14 ff this journey has incorporated an overnight stay at a hotel could you please note or append any comments	Simon Entv	visle			Н			Execut	ive
Tintwistle to Penrith return 234 miles & deduct normal home to office journey 22.2 x 2 = 189.6 miles (flight cost comparison 1750 2005 Penrith to Edinburgh Claimed by K Macdonald Expenses claimed: £3.14 Radisson Blu Hotel Edinburgh Claimed by K Macdonald Expenses claimed: £3.14 Radisson Blu Hotel Edinburgh 13.06.14 1130 1415 Penrith to Tintwistle (see above) 19.06.14 0615 Tintwistle to Stockport Car no claim 19.06.14 0615 Stockport to London Euston return / meeting with various MOJ officials Expenses claimed: £3.25 + £4.35 Expenses claimed: £3.25 + £4.35 Expenses claimed £58.14 less advances received amount claimed £58.14 less advances received amount claimed for payment £58.14 ff this journey has incorporated an overnight stay at a hotel could you please note or append any comments		1							
Tintwistle to Penrith return 27 Armiles & deduct normal home to office journey 22.2 x2 = 189.6 miles (flight cost comparison £144.43)  1750 2005 Penrith to Edinburgh	Date		AL AND DESCRIPTION OF THE PARTY	Full details of journey and charges		STD	PTR	-	Receipt
11.06.14 1430 1700 £144.43) Car 189.6 £47.40  1750 2005 Pennith to Edinburgh Rail no claim  Overnight at Radisson Blu Hotel Edinburgh claimed by K Macdonald  Expenses claimed: £3.14 F3.14 F3.15 F3.14 F3.15 F3.1				deduct normal home to office journey 22.2		45p	25p	£ p	
Overnight at Radisson Blu Hotel Edinburgh claimed by K Macdonald  Expenses claimed: £3.14  Attending DP Conference, Edinburgh  1650 1930 Edinburgh to Pennith  Rail no claim  13.06.14 1130 1415 Pennith to Tintwistle (see above)  19.06.14 0615 Tintwistle to Stockport Car no claim  Stockport to London Euston return / meeting with various MOJ officials Rail pre-paid  Expenses claimed: £3.25 + £4.35 £7.60   Sub-total 0 0 £58.14  Other incidental expenses (e.g. telephone, postage)  total amount claimed £58.14 less advances received  amount claimed for payment £58.14  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments	11.06.14	1430	1700		Car		189.6	£47.40	
claimed by K Macdonald  Expenses claimed: £3.14  Attending DP Conference, Edinburgh  1650  1930  Edinburgh to Pennth  Rail  no claim  13.06.14  1130  1415  Penrith to Tintwistle (see above)  19.06.14  Stockport to London Euston return / meeting with various MOJ officials  Expenses claimed: £3.25 + £4.35  Expenses claimed: £3.25 + £4.35  Expenses claimed: £3.25 + £4.35  Other incidental expenses (e.g. telephone, postage)  total amount claimed less advances received  amount claimed for payment  £58.14  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments		1750	2005	Pennth to Edinburgh	Rail			no claim	
Attending DP Conference, Edinburgh  1650 1930 Edinburgh to Pennith  13.06.14 1130 1415 Penrith to Tintwistle (see above)  19.06.14  O615 Tintwistle to Stockport Car no claim  Stockport to London Euston return / meeting with various MOJ officials Expenses claimed: £3.25 + £4.35  E7.60  Sub-total  Other incidental expenses (e.g. telephone, postage)  total amount claimed £58.14 less advances received  amount claimed for payment  £58.14  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments	20								
1650 1930 Edinburgh to Penrith Rall no claim  13.06.14 1130 1415 Penrith to Tintwistle (see above)  19.06.14 0615 Tintwistle to Stockport Car no claim  Stockport to London Euston return / meeting with various MOJ officials Rail pre-paid  Expenses claimed: £3.25 + £4.35 £7.60   Sub-total 0 0 £58.14  Other incidental expenses (e.g. telephone, postage)  total amount claimed less advances received amount claimed less advances received amount claimed for payment £58.14				Expenses claimed: £3.14	De	land man		£3.14	VI
13.06.14 1130 1415 Penrith to Tintwistle (see above)  19.06.14 0615 Tintwistle to Stockport Car no claim  Stockport to London Euston return / meeting with various MOJ officials  Expenses claimed: £3.25 + £4.35 £7.60   sub-total 0 0 £58.14  Other incidental expenses (e.g. telephone, postage)  total amount claimed £58.14 less advances received amount claimed for payment £58.14  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments	12.06.14			Attending DP Conference, Edinburgh	MEC	E//V	/EI	5)	
19.06.14 0615 Tintwistle to Stockport Car no claim  Stockport to London Euston return / meeting with various MOJ officials  Expenses claimed: £3.25 + £4.35 £7.60  sub-total 0 0 £58.14  Other incidental expenses (e.g. telephone, postage)  total amount claimed £58.14 less advances received  amount claimed for payment £58.14  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments		1650	1930	Edinburgh to Permith	Rail			no claim	
Stockport to London Euston return / meeting with various MOJ officials Rail pre-paid  Expenses claimed: £3.25 + £4.35 £7.60 73  sub-total 0 0 £58.14  Other incidental expenses (e.g. telephone, postage)  total amount claimed less advances received amount claimed for payment £58.14	13.06.14	1130	1415						
1815 meeting with various MOJ officials Rail pre-paid  Expenses claimed: £3.25 + £4.35 £7.60   sub-total 0 0 £58.14  Other incidental expenses (e.g. telephone, postage)  total amount claimed less advances received amount claimed less advances received   amount claimed for payment £58.14  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments	19.06.14	0615		Tintwistle to Stockport	Car			no claim	
Sub-total 0 0 £58.14  Other incidental expenses (e.g. telephone, postage)  total amount claimed less advances received amount claimed for payment £58.14  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments			1815		Rail			pre-paid	
Other incidental expenses (e.g. telephone, postage)  total amount claimed less advances received amount claimed for payment £58.14  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments				Expenses claimed: £3.25 + £4.35				£7.60	12
Other incidental expenses (e.g. telephone, postage)  total amount claimed £58.14  less advances received   amount claimed for payment £58.14  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments									
Other incidental expenses (e.g. telephone, postage)  total amount claimed £58.14  less advances received   amount claimed for payment £58.14  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments					sub-total	0	Ó	£58 14	
amount claimed for payment £58.14  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments								£58.14	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments									
	If this journe	ov has incorr	orated ar	amor	unt claimed	for pa	yment	£58.14	
DECLARATION  I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.	DECLARATI			andard of the accommodation.	-				



Claim Number

Name				Job Level	Payro	II NO.	Departi	nent
Daniel Benja	min			Н			Corporate :	Service
	ileage to w	ork			,			
NB - Only milea	ge in excess of	your usual j	l. ourney can be claimed. Please make the adjust		ring Into ti	he STD m	ileage box, ref	er to the
	1000	-	Expenses Guide if you are unsure. Tha Full details of journey and	nk you.		- 24		
Date		ne	charges.	Mode of		ileage		Receip
	Depart	Arrive		travel	STD 45p	PTR 25p	£ p	tached
10.04.14	8.30	3 30	Trip to Manchester	rall				
10.04.14	0,30	3.30	Refreshments for Daniel Benjamin	ran				
	-		(ICO), Lisa Keenaghan (MOJ) and			_		
			David Thwaites (GVA)				21.23	Yes
								-
								-
	+							
	1/2			sub-total	Ö	0	21.23	
Other incide	ntal expen	ses (e.g.	telephone, postage)					
	-							
			1 1 1					10000
				total an	nount c	laimed	21.23	
			le	ss cash adva	nces re	ceived		
							1 6	
VA 11.1. 2			ап	ount claime	d for pa	yment	21.23	
If this journe; (positive or n	egative) abo	orated an out the st	overnight stay at a hotel could you plandard of the accommodation.	rease note or	append	any con	mients	
DECLARATIO				and a Section	d law range	In mann	edanca	
I declare that	the expensi	es claime	d above have been actually and neces Expenses Guide.	sarlly incurred	by me	In acco	rdance	
								111

<sup>\*</sup> Receipts must be provided for subsistence claims and attached to the back of this form.

<sup>\*</sup> If no break down is provided please add a brief description of the items consumed. Thank you.



Claim Number

18597

Usual mileage to work  NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage be Expenses Guide if you are unsure. Thank you.  Date Time Charles Mode of Car mileage be Expenses Guide if you are unsure. Thank you.  25.03.14 12.11 Travel from Wilmslow to London Rail STD PTR 12.11 Travel from Wilmslow to London Rail STD PTR 12.11 Subsistence Subsistenc	Full details of journey and charges.  Mode of travel STD PTR attached Travel from Wilmslow to London return  Subsistence  Subsistence  Substitute State of pour state of p	Usual mileage to work  NRI - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.  Pull details of journey and charges.  Pull details of journey and charges.  Pull details of journey and charges.  Mode of travel STD PTR attached travel STD PTR attached stravel STD PTR attached travel STD PTR attached stravel S	Daniel Benja	amin			Job Level	Payr	DII NO.	Depar	tment
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage by Expenses Guide if you are unsure. Thank you.  Date Time Full details of journey and charges. Mode of Car mileage travel STD PTR  25.03.14 12.11 Travel from Wilmslow to London return Rail 26.03.14 22.30 Subsistence 12.  Subsistence 12.  Sub-total D 0 12.2  total amount claimed less cash advances received amount claimed for payment in the STD mileage to Expenses Guide if you are unsure. Thank you.  Full details of journey and charges. Mode of Car mileage travel STD PTR  17.	Expenses Guide if you are unsure. Thank you.  Full details of journey and charges.  Mode of Car mileage Receivravel STD PTR attached 45p 25p £ p  Travel from Wilmslow to London return Rail  Subsistence 12.23 yes  sub-total 0 0 12.23	NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.    Contact			Work		H			Corporate	Service
Date Time Charges. Mode of Car mileage travel STD PTR    25.03.14 12.11 Travel from Wilmslow to London return    26.03.14 22.30 Subsistence    26.03.14    27.30 Subsistence    28.03.14    29.30 Subsistence    29.30 Subs	Hull details of journey and charges.  Mode of Car mileage Received Travel STD PTR attached 45p 25p £ p return Rail  Subsistence 12.23 yes  sub-total 0 0 12.23  telephone, postage)	Depart Arrive travel STD PTR estables of Journey and charges.  Depart Arrive travel STD PTR estables of Journey and charges.  Travel from Wilmslow to London return Rail 22.30 Subsistence 12.23 yes substance 12.23 yes substance				Marienay esta ha et					
Date Time charges. Mode of Car mileage travel STD PTR    25.03.14 12.11 Travel from Wilmslow to London return    26.03.14 22.30 Subsistence   12.  26.03.14   12.11   12.  27.30 Subsistence   12.  28.03 Subsistence   12.  29.30 Subsistence   12.  20.30 Subsistence   12.	Travel from Wilmslow to London return  Subsistence  Substance  Sub-total  Recei Rece	Depart Arrive travel 57D PTR attached 12.03.14 12.11 Travel from Wilmslow to London return Rail 6.03.14 22.30 Subsistence 12.23 yes sub-total 0 0 12.23 Travel from Ptravel substance subs	i	T Stephen	710.03401	Expenses Guide if you are unsure.	justment before ente Thank you.	ring into	the STD n	nileage box, re	efer to th
Depart Arrive travel STD PTR  25.03.14 12.11 Travel from Wilmslow to London return  Rall 26.03.14 22.30 Subsistence 12.  Subsistence 12.  Substitute incidental expenses (e.g. telephone, postage)  total amount claimed less cash advances received amount claimed amount claimed less cash advances received	ravel from Wilmslow to London return  Subsistence  Subsis	Depart Arrive travel STD PTR attached 15.03.14 12.11 Travel from Wilmslow to London return Rail 12.23 yes  6.03.14 22.30 Subsistence 12.23 yes  sub-total p 0 12.23 total amount claimed less cash advances received amount claimed amount claimed less cash advances received amount claimed amount claimed amount claimed less cash advances received amount claimed amount claimed amount claimed less cash advances received amount claimed amount claimed amount claimed less cash advances received amount claimed amount claimed less cash advances received amount claimed less cash advances received amount claimed for payment the second sec	Date		me	i un details of Journey and			0.40		
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26.03.14 22.30 Subsistence 12.  Subsistence 12.  Sub-total 0 0 12.2  Cher incidental expenses (e.g. telephone, postage)  total amount claimed less cash advances received	return  Rail  12.23 yes  12.23 yes  sub-total  telephone, postage)	6.03.14 22.30 Subsistence 12.23 yes  sub-total o 12.23  total amount claimed 12.23  less cash advances received amount claimed 12.23  amount claimed for payment is amount claimed 12.23	25.02.14	12.44		Travel from Wilmslow to London			-	-	-
total amount claimed less cash advances received	sub-total 0 0 12.23 telephone, postage)	sub-total 0 0 12.23  Per incidental expenses (e.g. telephone, postage)  total amount claimed less cash advances received amount claimed for payment claimed less cash advances received		12.11		return	Rail				
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total amount claimed less cash advances received	telephone, postage)	total amount claimed 12.23 less cash advances received									
total amount claimed less cash advances received	telephone, postage)	total amount claimed 12.23 less cash advances received									
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total amount claimed 12.2 less cash advances received	telephone, postage)	total amount claimed 12.23  less cash advances received					sub-total	0	0	12.23	
less cash advances received		less cash advances received									
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Distourney has incomed for payment		less cash advances received	ther incident	al expense	is (e.g. to	elephone, postage)					1
Distourney has incomed for payment		less cash advances received	ther incident	al expense	ss (e.g. to	elephone, postage)					J.
This tourney has program to a mount claimed for payment		amount claimed for payment	ther incident	al expense	s (e.g. to	elephone, postage)					1
his journey has incorporated an overnight stay at a hotel could you please note or append any comments	less cash advances received	is journey has incorporated an overnight stay at a hotel could amount claimed for payment 12.23	ther incident	al expense	es (e.g. to					12.23	1
sitive or negative) about the standard of the accommodation	amount claimed for payment 12 23		ther incident	al expense	es (e.g. t					12.23	7
The state of the s	ndard of the accommodation.	litive or negative) about the standard of the accommodation.	his tourney h			les	ss cash advance	es rece	ived		
			Dis journay h			les	ss cash advance	es rece	ived		
CLARATION			his tourney h			les	ss cash advance	es rece	ived		
clare that the over-		LARATION	his journey has sitive or nega	as incorpora itive) about	ted an ov the stand	less am less am less am less am less am less at a hotel could you ple less of the accommodation.	ount claimed for ease note or app	or paynend any	nent y comm	<b>12.23</b> ents	
			Dis journay h			les	ss cash advance	es rece	ived		
CLARATION			his journey ha sitive or nega			les	ss cash advance	es rece	ived		
		LARATION	his journey has sitive or nega	as incorpora itive) about	ted an ov the stand	less am less am less am less am less am less at a hotel could you ple less of the accommodation.	ount claimed for ease note or app	or paynend any	nent y comm	<b>12.23</b> ents	
the Information Commissioner Expansion Could be the Information Could be the	above hours to	dire that the expenses claimed above have by	his journey has sitive or nega	as incorpora itive) about	ted an ov the stand	lesses at a hotel could you pleated of the accommodation.	ount claimed for ease note or app	or paynend any	nent y comm	<b>12.23</b> ents	1
the Information Commissioner Expenses Guide	above hour t	dire that the expenses claimed above have by	his journey has sitive or nega	as incorpora itive) about	ted an ov the stand	lesses at a hotel could you pleated of the accommodation.	ount claimed for ease note or app	or paynend any	nent y comm	<b>12.23</b> ents	
h the Information Commissioner Expenses Guide	above hour t	dire that the expenses claimed above have by	his journey has sitive or nega	as incorpora itive) about	ted an ov the stand	lesses at a hotel could you pleated of the accommodation.	ount claimed for ease note or app	or paynend any	nent y comm	<b>12.23</b> ents	
the Information Commissioner Expenses Guide	3bove hours to	dare that the expenses claimed above have by	his journey has sitive or nega	as incorpora itive) about	ted an ov the stand	lesses at a hotel could you pleated of the accommodation.	ount claimed for ease note or app	or paynend any	nent y comm	<b>12.23</b> ents	
h the Information Commissioner Expenses Guide	3bove hours to	dire that the expenses claimed above have by	his journey has sitive or nega	as incorpora itive) about	ted an ov the stand	lesses at a hotel could you pleated of the accommodation.	ount claimed for ease note or app	or paynend any	nent y comm	<b>12.23</b> ents	
h the Information Commissioner Expenses Guide	3bove hours to	dire that the expenses claimed above have by	his journey has sitive or nega	as incorpora itive) about	ted an ov the stand	lesses at a hotel could you pleated of the accommodation.	ount claimed for ease note or app	or paynend any	nent y comm	<b>12.23</b> ents	
h the Information Commissioner Expenses Guide	3bove hours to	dare that the expenses claimed above have by	his journey has sitive or nega	as incorpora itive) about	ted an ov the stand	lesses at a hotel could you pleated of the accommodation.	ount claimed for ease note or app	or paynend any	nent y comm	<b>12.23</b> ents	
the Information Commissioner Expenses Guide	3bove hours to	dare that the expenses claimed above have by	his journey has sitive or nega	as incorpora itive) about	ted an ov the stand	lesses at a hotel could you pleated of the accommodation.	ount claimed for ease note or app	or paynend any	nent y comm	<b>12.23</b> ents	
the Information Commissioner Expenses Guide	3bove hours to	dare that the expenses claimed above have by	his journey has sitive or nega	as incorpora itive) about	ted an ov the stand	lesses at a hotel could you pleated of the accommodation.	ount claimed for ease note or app	or paynend any	nent y comm	<b>12.23</b> ents	
the Information Commissioner Expenses Guida	above hours to	dare that the expenses claimed above have by	his journey has sitive or nega	as incorpora itive) about	ted an ov the stand	lesses at a hotel could you pleated of the accommodation.	ount claimed for ease note or app	or paynend any	nent y comm	<b>12.23</b> ents	
the Information Commissioner Expenses Guide	3bove hours to	dare that the expenses claimed above have by	his journey has sitive or nega	as incorpora itive) about	ted an ov the stand	lesses at a hotel could you pleated of the accommodation.	ount claimed for ease note or app	or paynend any	nent y comm	<b>12.23</b> ents	

and a prier description of the items consumed. Thank you.

### **EXPENSES CLAIM**

Claim Number

Name	enses MUS	s i be ciati	med in accordance with the Expenses	Job Level	Payro	II NO.	Departn	nent
				н			DP EXECU	ITIVE
DAVID SMITH	4	am who					DI ENEGO	71075
Usual mile	_		journey can be claimed. Please make the adju	estment hefore enter	ing into ti	ne STD mi	leage hoy, refe	r to the
NB - Only mileage	in excess of	your usual	Expenses Guide if you are unsure. To	hank you.	ing neo u	10 510 110	edge box, re-	
Data	Ti	me	Full details of journey and charges.	Mode of	Car m	ileage		Receip
Date	Depart	Arrive	Chair gest	travel	STD	PTR		ached
		1			45p	25p	£ p	
07/05/14	16:50		Wilmslow to London	Train				
			Euston to Vauxhall	Tube			2.20	
							2.20	
08/05/14			Vauxhall to Green Park	Tube			2,20	
			(Westminster e-forum seminar)					
			Green Park to Euston	Tube			2.20	
			Euston to Stockport	Train				
							2.50	1100
		16:20	Stockport to Home	Bus			2.60	yes
			Subsistence				22,30	yes
				sub-total	0	0	31.50	
RE	CE	1/4		total an	nount o	laimed	31.50	1
				less cash adva				
	- 3		Z.	mount claime	d for pa	ayment	31.50	
If this journey (positive or ne	has incorp gative) ab	porated an	n overnight stay at a hotel could you tandard of the accommodation.	please note of	append	any con	11110110	
DECLARATIO	N		to the section of particular	accaelly incuera	d hir me	in acco	rdance	
I declare that t	he expen	ses claim	ed above have been actually and nec	essarily incurred	a by life	ili acco	Iddirec	-
1100								
1 1								

<sup>\*</sup> If no break down is provided please add a brief description of the items consumed. Thank you.

### **EXPENSES CLAIM**

Claim Number

			med in accordance with the Expenses (	Job Level	Payro		Departr	nent
DAVID SMITH				Н			DP EXEC	ITTIVE
Usual mile	age to w	rork						
NB - Only mileage in	n excess of	your usual	Journey can be claimed. Please make the adjust		ing into th	ne STD m	deage box, refe	er to the
		-11	Expenses Guide If you are unsure. That Full details of journey and	ink you.				
Date		ne	charges.	Mode of	Car m	_		Receip
	Depart	Arrive		travel	STD 45p	PTR 25p	£ p	tached
12/05/14	14:25		Office (Wilmslow) to Stockport rail station	Car	11		4.95	
			Car parking ticket				12.00	yes
			Stockport to Euston, London	Train				
			Euston to Knightsbridge	Tube			2,20	
			(Executive Networking evening)					
			Knightsbridge to Euston	Tube			2.20	
			Euston to Stockport	Train				
		23:30	Stockport to Home	Car	11		4.95	
						-	2.00	
			Subsistence	sub-total	22	0	3.99	
				total am	iount c	laimed	30.29	
			am	ss cash adva	nces re	ceived	30.29	
If this journey had positive or nega	is incorpo	orated an		ss cash adva	nces re	ceived	30.29	

<sup>\*</sup> Receipts must be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.

#### **EXPENSES CLAIM**

Claim Number

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section Job Level Payroll NO. Department Name DP EXECUTIVE DAVID SMITH Usual mileage to work NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you. Full details of journey and Mode of Car mileage Receipt Time charges. Date Depart | Arrive STD PTR attached \* travel 45p | 25p £ Wilmslow to London Train 23/04/14 10:50 2.20 Tube Euston to Charing Cross (Technology Reference Panel) 2.20 Tube Charing Cross to Euston Train 16:40 18:55 London to Wilmslow 3.29 yes Subsistence 7.69 sub-total Other incidental expenses (e.g. telephone, postage) RECEIVED 7.69 total amount claimed less cash advances received 7.69 amount claimed for payment If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation. DECLARATION I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

Receipts must be provided for subsistence claims and attached to the back of this form.

<sup>\*</sup> If no break down is provided please add a brief description of the Items consumed. Thank you.

### **EXPENSES CLAIM**

Claim Number

Name All expe	enses MU!	ST be clai	med In accordance with the Expenses (	Job Level	Payro	N Finan	ce Section Departn	nent
David Carlth				н			DP Execu	iflua
David Smith Usual mile	anno to u	unek		ļ n			DP EXECT	TIVE
	-		Journey can be claimed. Please make the adjust	ment before ente	rino into t	he STD mi	leage box, refe	r to the
no - Only mileage	III EALESS G	7001 D2001	Expenses Guide If you are unsure. Tha	nk you.				
Date	Ti	me	Full details of journey and charges.	Mode of	Car m	ileage		Receipt
	Depart	Arrive		travel	STD	PTR		ached *
					45p	25p	Е р	
15/04/14	12:50		Wilmslow to London	Train				
			London Euston Square to Liverpool Street	Tube			2.20	
			(Clyde & Co/Experian Data Breach					
			Conference)					
16/04/14			Liverpool Street to Euston Square	Tube			2.20	
	08:40	10:45	London to Wilmslow	Train				
	00110	20110						
			Subsistence				4.99	MES
				sub-total	0	ō	9.39	-/-
		1 -						
Other incident	а ехреп	ses (e.g.	telephone, postage)					
	IFS) TH	100	DV dteres			- 1		
	Phili	COL	IVED	total an	nount	laimed	9.39	
			le	ss cash adva	nces re	eceived		
				-			0.20	
If this louisness h	ac Incorn	orated ar	an overnight stay at a hotel could you p	lease note or	append	any con	9.39	
(positive or neg	ative) ab	out the st	andard of the accommodation.					
								_
DECLARATION	in avaant	ac claims	d above have been actually and neces	sarily incurred	1 by me	in acco	rdance	
with the Inform	ation Con	nmissione	er Expenses Guide.	isovinji incorrev	2, 11,0	***************************************	337,123	
11.								

<sup>\*</sup> Receipts must be provided for subsistence claims and attached to the back of this form.

<sup>\*</sup> If no break down is provided please add a brief description of the items consumed. Thank you.



Claim Number 86496

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

DAVID SMITH Usual mile NB - Only mileage Date 30/04/14	Tir Depart		ourney can be claimed. Please make the adjustm Expenses Guide If you are unsure. Than Full details of journey and charges.	H nent before enter	ing into th	ie STD m	DP EXECU	
NB - Only mileage	Tir Depart	your usual j	Full details of journey and	nent before enten k you.	ing into th	ie STD m	ileage box, refe	r to the
NB - Only mileage	Tir Depart	your usual j	Full details of journey and	nent before enter k you.	ing into th	ne STD m	ileage box, refe	r to the
	Depart		Full details of journey and	k you.				
	Depart		charges.		_			
30/04/14		Arrive		Mode of travel	STD STD	PTR	alt	Receipt
30/04/14	09:50			traver	45p	25p	-	JACTICO.
			Wilmslow to London	Train				
			Euston to Bank	Tube			2.20	
			(International Association of Privacy Professionals)					
			Mansion House to Earls Court	Tube			2.20	
			(Information Security Europe event)					
			Earls Court to Monument	Tube			2.20	
			(Allen and Overy Dinner)					
			Monument to Earls Court	Tube			2.20	
			(Dally Oyster card maximum £8.40)				-0.40	
01/05/14			Earls Court to Euston	Tube			2.20	
		11.45	Euston to Wilmslow	Train				
		12113		sub-total	0	0	10.60	
			les	total am				
If this journey	has Incorp	orated ar	overnight stay at a hotel could you play	ount claimed ease note or a	append	any cor	mments	
(positive or neg	gative) ab	out the st	andard of the accommodation.					
DECLARATION	N							
I declare that t	he expens	es cialme	ed above have been actually and necess	sarily incurred	by me	in acco	ordance	
with the Inform	nation Con	nmissione	er Expenses Guide.		_			

<sup>\*</sup> Receipts must be provided for subsistence claims and attached to the back of this form.

<sup>\*</sup> If no break down is provided please add a brief description of the Items consumed. Thank you.

#### **EXPENSES CLAIM**

Claim Number

76147

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section Job Level Payroll NO. Department Name DAVID SMITH DP EXECUTIVE Usual mileage to work NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure, Thank you. Full details of journey and Date Time charges. Mode of Car mileage Receipt STD PTR Depart Arrive travel attached a 45p 25p £ P 35.55 Wilmslow to Liverpool (return) 79 17/04/14 Car 5-00 3.95 passenger - Jenny Childs (The Disclosure and Barring Service) FAFILLED 39.50 79 sub-total Other incidental expenses (e.g. telephone, postage) total amount claimed 39.50 less cash advances received amount claimed for payment If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation. DECLARATION I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance

Receipts must be provided for subsistence claims and attached to the back of this form.

<sup>\*</sup> If no break down is provided please add a brief description of the items consumed. Thank you.

#### Information Commissioner REQUEST FOR CASH ADVANCE

(CG) rigural attached.

1CO.

N		-	bo	~	zin.	
IN	u	ETF.	u	u	F	

			Information Cor	mmissioner's Office
Name:	DAVID SMIT	Date required by:	2nd Ju	re illy
		(Specify time if leaving early)		
Amount(s) require	d:			
	100 euo	S		
Description:				-
Dates	314 JUNE 114		SJUNE	114
Places	BRUSSELS		STRASB	OURA
Purpose of Travel	ART. 29 WORKIN	og PARTY	SPRING	CONFERENCE
Expense code	99991			
Budget Heading				
Budget Dept				
Finance use only	(paid)			
PA				
Z 9 MA	Y 70H			
System Entered				
			Amount(s)	
			まも	100,
Substitution Expenses to	no mentor at abantara tratal abasina - a			

# Information Commissioner REQUEST FOR CASH ADVANCE

Number:

780



Information Commissioner's Office

Name:	OAVID SMITH Date required by: 16th May 14	
Amount(s) require	d:	
	200 Euros	
Description:		
Dates	1912- 21st May 2014	
Places	Ireland	
	Forum on Interctional Privary Law	
Purpose of Travel		
Expense code	99991	
Budget Heading		
Budget Dept.		
Finance use only	(paid)	
P		
	erry comments	
	2	
System Entered		
· [	Amount(s)	
	200 Evres	5
a de la	be incurred on business travel specified above.	

RECENT

### **EXPENSES CLAIM**

Claim Number

Date Time Full details of journey and charges. Feed states of purpose of the state	Usual mileage to work  NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Goulde if you are unsure. Thank you.  Pull details of journey and charges.  Full details of journey and charges.  Pull details of journey and charges.  Full details of journey and details of journey and charges.  Full details of journey and charges.  Full details of journey and charges.  Full details of journey and charges.  Mode of Car mileage box, refer to the Expenses Gould of you are unsure. Thank you.  Receip and the standard of the accommodation.  Full details of journey and charges are retired to the standard of the accommodation.  Mode of Car mileage box, refer to the Expenses due to the standard of the accommodation.  Receip and the standard of the accommodation.	Name			med in accordance with the Expenses G	Job Level		II NO.	Departi	ment
Usual mileage to work  NB - Only mileage in excess of your usual journey can be daimed. Please make the adjustment before entering into the STD mileage box, refer to the Expensives Guide if you are unsure. Thank you.  Part of the Pull details of journey and Charges.  Pull details of journey and Mode of Car mileage Received A5p 25p E p  PTR attached A5p 25p E p  Stockport to London Train  Euston to Westminster Tube 2.20  (House of Lords' Select Committee)  Westminster to Euston Tube 2.20  Euston to Stockport railway station Train  16:00 (office)  Stockport railway station to Wilmslow (office)  Stockport railway station to Wilmslow (office)  Stockport railway station to Wilmslow (office)  Stockport railway station Car park  Subsistence  Home to Prestbury (Dinner with International visitors)  Prestbury to Home Car 9 4.05  Sub-total 29 0 34.45  Other incidental expenses (e.g. telephone, postage)  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments  DECLARATION	Usual mileage to work  NB - Only mileage in excess of your usual journey can be claimed. Rease make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank your of the property of the	David Smith							00.5	41
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.    Date   Time   Full details of journey and charges.   Full details of journey and charges.   Travel   STD   PTR   attached	NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STO mileage box, refer to the Expenses Guide if you are unsure. Thank you.    Date   Time   Full details of journey and   Mode of   Car mileage   Receip			on ale	1	П			DP Exec	utive
Date Time Full details of journey and charges. Face in travel Full details of journey and charges. Face in travel Full details of journey and charges. Face in travel Full details of journey and charges. Full details of journey attails of the property of the	Date Time Full Idealis of journey and charges. Mode of Car mileage Receiptions of travel STD PTR attached 1902/04/14 07:10 Home to Stockport railway station Car Stockport to London Train Stockport to London Train Pube 2.20 (House of Lords' Select Committee) Westminster Tube 2.20 (House of Lords' Select Committee) Stockport railway station Tube 2.20 Stockport railway station Train Stockport railway station Train Tube Stockport railway station Train Tube 2.20 (Stockport railway station to Wilmslow (office) Stockport railway station to Wilmslow Car 11 4.95 Stockport railway station to Wilmslow Car 11 4.95 Stockport railway station car park Subsistence Subsisten		- 10 A STORY		Course and be delegat. Many make the address	and bafara and	-Davis No. 6	L - 070	Walter Brown and	CONTRACT.
Date   Time   Charges.   Mode of Car   Image   Received   Itavel   STD   PTR   Autached   Autach	Date Time charges. Mode of travel STD PTR attached attached 102/04/14 O7:10 Home to Stockport railway station Car STD PTR attached 102/04/14 O7:10 Home to Stockport railway station Train Stockport to London Train Unde 2.20 (House of Lords' Select Committee) Stockport railway station Train Stockport railway station Tube 2.20 Euston to Stockport railway station Train Stockport railway station to Wilmslow (office) Stockport railway station to Wilmslow (office) Stockport railway station to Wilmslow Car 11 4.95 Stockport railway station car park Subsistence Home to Prestbury (Dinner with Intermational visitors) Car 9 4.05 Prestbury to Home Car 9 4.05 Sub-total 29 0 34.45 Other incidental expenses (e.g. telephone, postage)    Car 1	14b - Olly Inleage	in excess of	your usual	Expenses Guide if you are unsure. Than		nng into t	ne STO II	illeage box, ref	er to the
Depart   Arrive   STD   PTR   attached   45p   25p   E   p	Depart Arrive   Home to Stockport railway station   Car   Stockport to London   Train   Stockport to London   Train   Stockport to Euston to Westminster   Tube   Stockport to Euston to Stockport railway station   Train   Stockport railway station   Train   Stockport railway station   Stockport railway station   Stockport railway station   Stockport railway station to Wilmslow   Office   Stockport railway station to Wilmslow   Stockport railway station to Prestbury (Dinner with International visitors)   Car   Stockport railway station   Car   Stockport railway station   Car   Stockport railway station   Car   Stockport railway station   Car   Stockport railway statio	Date	Ti	me		Mode of	Carm	ilaaga	500	Dannin
Stockport to London   Train	Note			-					at	
Stockport to London  Euston to Westminster  (House of Lords' Select Committee)  Westminster to Euston  Tube  2.20  Euston to Stockport railway station Stockport railway station Train  Stockport railway station to Wilmslow (office)  Stockport railway station to Wilmslow (office)  Stockport railway station car park  Subsistence  Home to Prestbury (Dinner with International visitors)  Prestbury to Home  Car  9  4.05  Prestbury to Home  Car  9  4.05  Other incidental expenses (e.g. telephone, postage)  total amount claimed  amount claimed for payment  34.45  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.	Stockport to London  Euston to Westminster  (House of Lords' Select Committee)  Westminster to Euston  Euston to Stockport railway station Stockport railway station to Wilmslow (office)  Stockport railway station to Wilmslow (office)  Stockport railway station to Wilmslow (office)  Stockport railway station car park  Subsistence  Subsistence  5.00 Yes  Subsistence  02/04/14  International visitors)  Prestbury to Home  Car 9 4.05  Prestbury to Home  Car 9 4.05  Sub-total 29 0 34.45  Other incidental expenses (e.g. telephone, postage)  total amount claimed fer payment  amount claimed for payment  34.45  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments  (positive or negative) about the standard of the accommodation.	The said the latest	COLOR	5 1	EXHIBITING CONTRACTOR		45p	25p	£ p	
Euston to Westminster  (House of Lords' Select Committee)  Westminster to Euston  Euston to Stockport railway station Stockport railway station to Wilmslow (office)  Stockport railway station car park  Subsistence  Subsistence  Home to Prestbury (Dinner with International visitors)  Prestbury to Home  Car 9 4.05  Prestbury to Home  Car 9 4.05  Other incidental expenses (e.g. telephone, postage)  total amount claimed 34.45  less cash advances received  amount claimed for payment  34.45  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.	Euston to Westminster  (House of Lords' Select Committee)  Westminster to Euston  Tube  2.20  Euston to Stockport railway station Stockport railway station to Wilmslow (office)  Stockport railway station to Wilmslow (office)  Stockport railway station car park  12.00 Yes  Subsistence Home to Prestbury (Dinner with International visitors)  Prestbury to Home  Car 9 4.05  Prestbury to Home  Car 9 4.05  Sub-total 29 0 34.45  Other incidental expenses (e.g. telephone, postage)  total amount claimed for payment  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.	02/04/14	07:10		Home to Stockport railway station	Car				
(House of Lords' Select Committee)  Westminster to Euston  Euston to Stockport railway station 16:00 (office)  Stockport railway station to Wilmslow 16:00 (office)  Stockport railway station car park  Subsistence Home to Prestbury (Dinner with International visitors)  Prestbury to Home  Car 9 4.05  Prestbury to Home  Car 9 4.05  Sub-total 29 0 34.45  Other incidental expenses (e.g. telephone, postage)  total amount claimed 134.45  less cash advances received  amount claimed for payment 34.45  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.	(House of Lords' Select Committee)  Westminster to Euston Tube 2.20  Euston to Stockport railway station Train 16:00 (office)  Stockport railway station to Wilmslow Car 11 4.95  Stockport railway station car park 12.00 Yes  Subsistence 5.00 Yes  O2/04/14 International visitors)  Prestbury to Home Car 9 4.05  Prestbury to Home Car 9 4.05  Sub-total 29 0 34.45  Other incidental expenses (e.g. telephone, postage)  total amount claimed 34.45  less cash advances received amount claimed for payment 34.45  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.				Stockport to London	Train				
(House of Lords' Select Committee)  Westminster to Euston  Euston to Stockport railway station  Train  Stockport railway station to Wilmslow (office)  Stockport railway station car park  Subsistence  Subsistence  Home to Prestbury (Dinner with International visitors)  Prestbury to Home  Car  9 4.05  Prestbury to Home  Car  9 4.05  Other incidental expenses (e.g. telephone, postage)  total amount claimed less cash advances received  amount claimed for payment  amount claimed for payment  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.	(House of Lords' Select Committee)  Westminster to Euston Tube 2.20  Euston to Stockport railway station Train  Stockport railway station to Wilmslow (office)  Stockport railway station to Wilmslow (ar 11 4.95  Stockport railway station car park 12.00 Yes  Subsistence 5.00 Yes  Subsistence 5.00 Yes  O2/04/14 International visitors) Car 9 4.05  Prestbury to Home Car 9 4.05  sub-total 29 0 34.45  Other incidental expenses (e.g. telephone, postage)  total amount claimed 34.45  less cash advances received amount claimed for payment 34.45  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.				Euston to Westminster	Tube			2.20	
Euston to Stockport railway station Train  16:00 (office) Car 11 4.95  Stockport railway station to Wilmslow Car 11 4.95  Stockport railway station car park 12.00 Yes  Subsistence 5.00 Yes  02/04/14 International visitors) Car 9 4.05  Prestbury to Home Car 9 4.05  Prestbury to Home Car 9 4.05  Sub-total 29 0 34.45  Other incidental expenses (e.g. telephone, postage)  total amount claimed 34.45  less cash advances received amount claimed for payment 34.45  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.	Euston to Stockport railway station Train  16:00 (office)  Stockport railway station to Wilmslow (office)  Stockport railway station car park  12:00 Yes  Subsistence Home to Prestbury (Dinner with International visitors) Prestbury to Home Car 9 4.05  Prestbury to Home Car 9 4.05  Sub-total 29 0 34.45  Other incidental expenses (e.g. telephone, postage)  total amount claimed 34.45  less cash advances received amount claimed for payment 34.45  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.				(House of Lords' Select Committee)					
Stockport railway station to Wilmslow (office)  Stockport railway station car park  Subsistence  Home to Prestbury (Dinner with International visitors)  Prestbury to Home  Car 9 4.05  Prestbury to Home  Car 9 4.05  Sub-total 29 0 34.45  Other incidental expenses (e.g. telephone, postage)  total amount claimed 34.45  less cash advances received amount claimed for payment 34.45  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.	Stockport railway station to Wilmslow (office)  Stockport railway station car park  Subsistence  Subsistence  Home to Prestbury (Dinner with International visitors)  Prestbury to Home  Car 9 4.05  Sub-total 29 0 34.45  Other incidental expenses (e.g. telephone, postage)  total amount claimed less cash advances received amount claimed for payment amount claimed of the accommodation.				Westminster to Euston	Tube			2.20	
16:00 (office)   Car   11   4.95	Stockport railway station car park  Stockport railway station car park  Subsistence  Prestbury (Dinner with International visitors)  Prestbury to Home  Car 9 4.05  Sub-total 29 0 34.45  Other incidental expenses (e.g. telephone, postage)  total amount claimed 184.45  less cash advances received 184.45  amount claimed for payment 184.45  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.					Train				
Subsistence  102/04/14	Subsistence 5.00 Yes  02/04/14 International visitors) Car 9 4.05  Prestbury to Home Car 9 4.05  sub-total 29 0 34.45  Other incidental expenses (e.g. telephone, postage)  total amount claimed less cash advances received amount claimed for payment 34.45  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.			16:00		Car	11		4.95	
O2/04/14   Home to Prestbury (Dinner with International visitors)   Car   9   4.05	Home to Prestbury (Dinner with International visitors)   Car   9   4,05				Stockport railway station car park				12.00	Yes
O2/04/14 International visitors) Car 9 4.05  Prestbury to Home Car 9 4.05  sub-total 29 0 34.45  Other incidental expenses (e.g. telephone, postage)  total amount claimed 34.45  less cash advances received  amount claimed for payment 34.45  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.	O2/04/14 International visitors) Car 9 4.05  Prestbury to Home Car 9 4.05  Sub-total 29 0 34.45  Other incidental expenses (e.g. telephone, postage)  total amount claimed 34.45 less cash advances received  amount claimed for payment 34.45  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.								5.00	Yes
Other incidental expenses (e.g. telephone, postage)  total amount claimed less cash advances received amount claimed for payment amount claimed for payment stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.	Other incidental expenses (e.g. telephone, postage)  total amount claimed less cash advances received amount claimed for payment 34.45  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.	02/04/14				Car	9		4.05	
Other incidental expenses (e.g. telephone, postage)  total amount claimed less cash advances received amount claimed for payment amount claimed for payment stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.	Other incidental expenses (e.g. telephone, postage)  total amount claimed less cash advances received amount claimed for payment 34.45  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.				Prestbury to Home	Car	9		4.05	
total amount claimed 34.45 less cash advances received  amount claimed for payment 34.45  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.	Other incidental expenses (e.g. telephone, postage)  total amount claimed 34.45 less cash advances received  amount claimed for payment 34.45  If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.  DECLARATION If declare that the expenses claimed above have been actually and necessarily incurred by me in accordance	The second	EN EN	HE HE ST	HARMAN FROM SERVICE STATE	sub-total	20	0	Marie Personal Property	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.  DECLARATION	(positive or negative) about the standard of the accommodation.  DECLARATION  I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance								34.45	
(positive or negative) about the standard of the accommodation.  DECLARATION	(positive or negative) about the standard of the accommodation.  DECLARATION  I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance	If this journay h	as income	rated an	amo	unt claimed	for pa	yment		
	I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance	(positive or neg	ative) abo	ut the sta	andard of the accommodation.	ase note or a	ppenu a	any con	ments	
	I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance									
	I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance	DECLADATION								
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance				es claimed	d above have been actually and necessa	rily incurred	by me	in accor	dance	10 He 10 He

<sup>\*</sup> Receipts must be provided for subsistence claims and attached to the back of this form.

<sup>\*</sup> If no break down is provided please add a brief description of the items consumed. Thank you,

### **EXPENSES CLAIM**

Claim Number

Date Time charges.  Depart Arrive Home to Ma (Dinner with	of journey and  nchester visitors - International Coordination event)	t before enteriou.  Mode of travel	Car mi STD 45p	ALIVE:			
Usual mileage to work  NB - Only mileage in excess of your usual journey can be clexpens  Pate Time Full details charges.  Depart Arrive  O1/04/14 Home to Ma (Dinner with Enforcement)	of journey and  nchester visitors - International Coordination event)	Mode of	Car mi STD 45p	leage PTR	at	Recei	
NB - Only mileage in excess of your usual journey can be cleared by the second	of journey and  nchester visitors - International Coordination event)	Mode of travel	Car mi STD 45p	leage PTR	at	Recei	
Time Full details charges.  Depart Arrive  O1/04/14 Home to Ma (Dinner with Enforcement)	of journey and  nchester visitors - International Coordination event)	Mode of travel	Car mi STD 45p	leage PTR	at	Recei	
O1/04/14 Home to Ma (Dinner with Enforcement	nchester (Covisitors - International Coordination event)	travel	STD 45p	PTR			
Depart Arrive  01/04/14 Home to Ma (Dinner with Enforcement	visitors - International Coordination event)		45p	and the same of th		tached	
(Dinner with Enforcement	visitors - International Coordination event)	Car		200	- P		
(Dinner with Enforcement	visitors - International Coordination event)	Car	10		4 50		
Enforcement	: Coordination event)				4.50		
NCP car par							
INCP car par	Manchester				6.00	yes	
Manchester	to Home	Car	10		4.50		
						-	
						_	
STREET VEN PROJECT (CONTROL OF CONTROL OF CO		sub-total	20	(	15.00		
Other incidental expenses (e.g. telephone		total an			1	)	
	less cash advances received						
	amo	unt claime	d for pa	aymen	15.00	0	
If this journey has incorporated an overnight s (positive or negative) about the standard of th	tay at a hotel could you plea	ise note or	append	any co	mments		

<sup>\*</sup> Receipts must be provided for subsistence claims and attached to the back of this form.

<sup>\*</sup> If no break down is provided please add a brief description of the items consumed. Thank you.





# ico. EXPENSES CLAIM

Claim Number

	All expenses MUST be claimed in accordance with the Expenses Gullarme LN ( ) ROWCANDS				Job Level NED	Payroll NO.		Departm	
ther incidental expenses (e.g. telephone, postage)  total amount claimed less advances received amount claimed for payment 0.00  this journey has incorporated an overnight stay at a hotel could you please note or append any comments ositive or negative) about the standard of the accommodation.	ate			Full details of journey and charges		STD PTR			Receipt attached
ther incidental expenses (e.g. telephone, postage)  total amount claimed less advances received amount claimed for payment onto this journey has incorporated an overnight stay at a hotel could you please note or append any comments on the standard of the accommodation.	28/04/201	9:30	11:30	Home-	CAR	152		68-40	
ther Incidental expenses (e.g. telephone, postage)  total amount claimed less advances received amount claimed for payment ositive or negative) about the standard of the accommodation.	11			to ICO					
ther Incidental expenses (e.g. telephone, postage)  total amount claimed less advances received amount claimed for payment ositive or negative) about the standard of the accommodation.				J. Filmsmo				5.50	
ther incidental expenses (e.g. telephone, postage)  total amount claimed less advances received amount claimed for payment lositive or negative) about the standard of the accommodation.									
ther incidental expenses (e.g. telephone, postage)  total amount claimed less advances received amount claimed for payment 0.00 this journey has incorporated an overnight stay at a hotel could you please note or append any comments ositive or negative) about the standard of the accommodation.				1-0010-1-001					
ther incidental expenses (e.g. telephone, postage)  total amount claimed less advances received amount claimed for payment 0.00 less advances received amount claimed for payment ositive or negative) about the standard of the accommodation.				Parlisma					
total amount claimed   13.90   0.00   less advances received				TOW VOLVIO					
total amount claimed   13.90   0.00   less advances received									
total amount claimed   13.90   0.00   less advances received									
total amount claimed   13.90   0.00   less advances received									
total amount claimed   13.90   0.00   less advances received									
total amount claimed   13.90   0.00   less advances received								73-90	
total amount claimed less advances received  amount claimed for payment 0.00  this journey has incorporated an overnight stay at a hotel could you please note or append any comments ositive or negative) about the standard of the accommodation.  ECLARATION  declare that the expenses claimed above have been actually and necessarily incurred by me in accordance					sub-total	0	0	6.00	
total amount claimed   13.90   0.00   less advances received	ther inciden	tal expen	ses (e.g.	telephone, postage)					
total amount claimed   13.90   0.00   less advances received									
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this journey has incorporated an overnight stay at a hotel could you please note or append any comments ositive or negative) about the standard of the accommodation.  ECLARATION  declare that the expenses claimed above have been actually and necessarily incurred by me in accordance								0	
this journey has incorporated an overnight stay at a hotel could you please note or append any comments ositive or negative) about the standard of the accommodation.  ECLARATION  declare that the expenses claimed above have been actually and necessarily incurred by me in accordance					less advar	nces rec	eived		
ECLARATION  declare that the expenses claimed above have been actually and necessarily incurred by me in accordance		has incorn	orated an	amo	unt claimed	for pay	ment	0.00	
declare that the expenses claimed above have been actually and necessarily incurred by me in accordance	this journey	ida incorpe	ut the star	ndard of the accommodation.	e note or ap	pend any	COLLIII	ients	
declare that the expenses claimed above have been actually and necessarily incurred by me in accordance	this journey ositive or neg	iative) abo							
th the Information Commissioner Expenses Guide	this journey positive or neg	jative) abo							
	ECLARATION	N	4						
	ECLARATION declare that to	N he expense	es claimed	above have been actually and necessari	ly incurred b	y me in	accorda	ance	
	ECLARATION declare that to	N he expense	es claimed missioner	above have been actually and necessari	ly incurred b	y me in	accorda	ance	
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	ECLARATION declare that to	N he expense	es claimed missioner	above have been actually and necessari Expenses Guide	ly incurred b	y me in	accorda	ance	

#### **EXPENSES CLAIM**

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Claim Number

Name	2017			Job Level	Payro	II NO.	Depar	tment
ENID	RO	WLAN	nos					
Usual mil	PROPERTY.	A C. S. S. S.						
NB only mileage i	in excess of	your usual j	ourney can be claimed. Please make the adjustm the Expenses Guide in you are unsur		ering into	the STD	mileage box.	Refer to
Date	Time Depart Arrive		Full details of journey and charges.	Mode of	Car mileage			Receipt
ten alle restin	Per Mesig	EUC CON	with the state of the state of	TARREST CONTRACTOR	45p	25p		р
7/04/2014	7.30	9.00	Home-	CAR	98		44 10	
1 7			TO CHESTER					
			RAILWAY STATION					
			RAILWAY STATION Meeting with Chirs Graham.					
			graham.					
				sub-total	98		114-10	)
	REC		telephone, postage)	total am	ount c	laimed		
				cash adva	nces re	celved		2
If this journey to	has incorp	orated an	overnight stay at a hotel could you plea andard of the accommodation.	The water and a		- m 1 4 - m m - m	THE PERSON NAMED IN	
N/1								
DECLARATION					face of the same of	la nana	dance	
			d above have been actually and necessa r Expenses Guide.	inly incurred	by me	in accor	uance	

<sup>\*</sup> Receipts must be provided for subsistence claims. Please attach to the back of this form.